

Chapter 2: Basic Skills (For New Users)

Overview

PCRS was designed with ease of use in mind. Certain features are the same from subsystem to subsystem. This chapter describes those common features and gives instructions for their use. These instructions are not repeated in later chapters. We urge new PCRS users to review them now before attempting to use the system.

Once you have read this chapter, you will know how to:

- navigate through individual screens
- enter, modify and delete data
- work in PCRS from a PC
- use PF keys in PCRS

Navigation Keys

The following list describes keys that can be used for navigation within PCRS screens.

<u>Action</u>	<u>Key</u>
<i>To move from field to field.</i>	Press <TAB>. If you fill a field, PCRS moves you to the next field automatically.
<i>To move backwards through the field.</i>	Press <SHIFT-TAB>.
<i>To move within a field</i>	Press the Left Arrow and Right Arrow keys.
<i>To move to the first enterable field from any position on the screen.</i>	Press <HOME>.
<i>To move to the last enterable field from any position on the screen.</i>	Press <HOME>. Then press <SHIFT-TAB>.

Data Entry

Use the following information as an aid to data entry.

<u>Action</u>	<u>Instructions</u>
<i>To enter numbers.</i>	Type the numbers only. Do not type percent signs or commas, but do include decimal points, where they are appropriate.
<i>To correct a typing error or delete a character.</i>	Press <DELETE> to delete the character the cursor is resting on.
<i>To overwrite an existing entry.</i>	Retype the information. Your new entry replaces the old.

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How To Save Entries

Saving is largely automatic. Your entries are saved whenever you press **<ENTER>** to move to another screen or when you use **<PF7>** or **<PF8>** to move to an earlier screen or to the next screen.

Special Keys

<u>Key</u>	<u>Explanation</u>
<Reset>	Unfreezes the keyboard and lets you continue. There are different reasons that can cause your keys to stop responding. Your network administrator can tell you which key is programmed to act as a reset key.
<PF> Keys	On the PCRS screens and in this manual, you will be instructed to press PF keys to perform certain actions. PF stands for Program Function. Your network administrator can tell you which keys are programmed to act as PF keys.
<i>Arrow Keys and <ENTER> as a means of navigation</i>	When you are in PCRS, pressing <ENTER> saves your entries and moves you to another screen. The arrow keys move you space by space on the screen, but not necessarily field to field. Use arrow keys within a field only. Use <TAB> and <SHIFT-TAB> to move between fields.

Notes About Field Entries

When you are making field entries, bear in mind the following:

- You can use either upper or lower case letters when you type. Once you have saved a screen, the program converts all entries to uppercase.
- If you make an error, an error message will appear at the top of the screen. In most cases, the message is self-explanatory. Because of the large range of possible error messages, it is not possible to document them all. If an error message appears that you do not understand, take a print of the screen. Then consult another user or call the Helpline.
- Some fields are filled automatically and cannot be changed. When you press <TAB> to move through the fields, you will skip over any fields you cannot modify.

PF Keys Used Throughout PCRS

At the bottom of most PCRS screens is a navigation bar that tells you which PF keys you can use when you are in that screen. All PF keys are listed. Only those with an explanation below them are actually available. Several of the PF keys have the same function whenever they are available. The following list describes PF keys that have consistent meanings. Remember to verify with your network administrator which keys act as PF keys on your PC.

<u>Key</u>	<u>Function</u>
PF1 (Help)	Brings up a window with help for the screen you are in.
PF2 (Reset)	Erases all new entries or changes so that the screen appears as it did when you first entered it.
PF3 (Exit)	Takes you out of PCRS WITHOUT saving your entries.
PF7 (Back)	Saves your entries and moves you to the previous screen.
PF8 (Frwd)	Saves your entries and moves you to the

next screen.

PF9 (Prior) Returns you to the subsystem menu
WITHOUT saving your entries.

PF12 (Menu) Returns you to the PCRS Main Menu
WITHOUT saving your entries.

**Other PF keys are described as they
occur.**